

This document restates the textbook reporting procedures originally distributed via memo from Provost Philip Mauceri to deans, department chairs and program directors on April 15, 2013.

Textbook Reporting Procedures

Revised Spring 2013

Among the provisions of the 2008 Higher Education Opportunity Act (HEOA) is the Federal Textbook Price Disclosure Law, which went into effect on July 1, 2010. HEOA's "textbook affordability provisions" require colleges to include on their Internet course schedules the ISBNs and retail prices for required and recommended textbooks and supplemental material. Inclusion of this information (or a link to it) on the Schedule of Classes allows students to plan ahead for book expenses so they have more time to shop for books in a competitive environment.

The campus "adoption rate" – our HEOA compliance indicator – is based on the percentage of course sections on the Schedule of Classes for which textbook information has been received by the time students pre-register. We have therefore established the following deadlines for submitting textbook information:

March 15 for summer courses

April 15 for fall courses

October 15 for spring courses

By submitting textbook information for *every course section* on the Schedule of Classes – including labs, independent studies, research courses, etc. – we will ensure 100% compliance with federal law and avoid the penalties that noncompliance could bring.

Given the importance of this effort, department chairs and program directors are responsible for coordinating with their faculty regarding submission of textbook information. The following revised process has been developed in consultation with The Bookstore at New Paltz.

1. **Faculty must submit ISBNs and other required information using the Bookstore's online requisition form¹:** www.thebookstoreatnewpaltz.com/textbook_adoptions.asp
2. If **no textbook** is needed, please check the "No Textbooks" box on the requisition form (see attachment).
3. Faculty who wish to direct students to other sources² should indicate "For information only" in the Comments field (see attachment). This will alert the Bookstore Manager to place only a small order, ensuring sufficient inventory for students relying solely on their financial aid to purchase textbooks.
4. Click "submit adoptions" at the bottom of the requisition form (see attachment), and adoption information will be transmitted to the bookstore.

Beginning four weeks prior to each submission deadline and continuing weekly until the deadline, Bookstore Manager Sean Mulloy will distribute to department chairs/ program directors and department secretaries a list of course sections for which he has received no textbook information. Chairs/directors are expected to follow up with their faculty as necessary. To facilitate communication with the Office of the Provost, the weekly lists will be copied to Valerie McAllister, Staff Assistant for Curriculum.

If you have questions or concerns about this process, or if you become aware of difficulties with accessing textbook information, please contact Sean Mulloy, Bookstore Manager (bookstore@newpaltz.edu or smulloy@neebo.com); Steve Deutsch, Executive Director, CAS (deutschs@newpaltz.edu); or Valerie McAllister (mcallisv@newpaltz.edu).

Thank you for your support and cooperation. We depend on our faculty not only to ensure compliance with state and federal textbook access and affordability laws but also to serve our students as best we can.

¹ Please note this exception to using the Bookstore's requisition form: Faculty who have previously submitted **exactly the same** textbook information should e-mail Bookstore manager Sean Mulloy (smulloy@neebo.com or bookstore@newpaltz.edu), **clearly identifying the course number and section, indicating whether the course is a continuation, and providing estimated enrollment and the semester for which the information was previously submitted.**

² The Bookstore at New Paltz offers the "*Best Price Promise*," which gives students significant incentives outlined on the second attachment. Remember that The Bookstore at New Paltz is the only textbook vendor that provides direct support to our campus in the form of CAS funding for events, student scholarships, and other initiatives.

Attachments



Faculty Textbook Adoption System

Complete the following form and click the **Submit** button at the end of the form and your reservation will be sent to the textbooks. Confirmation of this textbook order will be sent to the email address provided below.

Instructor Information

* required fields

Your Name

* Instructor's Name

* Email

* Phone

Extension

Course Information

* required fields

* Course Prefix

* Course Number

* Section(s)

* Department

* Term

* Enrollment Estimate

Adoption Information

* required fields

Is this a continuation course, where students have the textbooks from a prior term?

-- Please Select --

Undergraduate & Graduate crosslistings?

-- Please Select --

Select the number of textbooks you will be submitting for adoption: 1

No Textbooks

Textbook #1

* Author

ISBN

* Title

Publisher/Source

Edition/Date

* Comments

This text is required

Format Paperback

If the edition has been superseded by another, do you want us to use the newer version? Yes No

submit adoptions

THE 411 ON THE BPP

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PROMISE**

Everything you need to know about **Neebo's Best Price Promise!**

.....

Whether they're buying, renting or selling textbooks, or grabbing some new gear and apparel, students and faculty always get the best deal when they shop their Neebo powered bookstore. That's because with Neebo's Best Price Promise, you always get the best price. **In fact, if you find a better price somewhere else, Neebo will beat it by 10%!**

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Find a better price locally or online and we'll beat it in-store by 10%.

- Excludes peer-to-peer marketplaces (such as Craigslist, eBay, local auction sites, etc.).
- Must show proof of price either by advertisement or printout.
- Textbook and bundle contents must be in comparable condition to in-store inventory.
- Reusable, appropriately marked, not torn or ripped, no liquid stains
- Apparel must be new and identical to in-store inventory.
- Refunds for prior purchases must be transacted within 14 days of the original transaction.
- Excludes gift cards, calculators, computer hardware or accessories, electronics, software, school supplies, value priced items, sale and clearance items.
- Sales tax could affect final sale price of item.

Stop in today to learn more!